



# Codes of Safe Work Practices

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## Office Environments

1. Falls are the most common office injury - pay attention to slip, trip, and fall hazards such as torn carpet, damaged floor tiles and spills. Pick up any objects or wipe up any spills on the floor.
2. Keep cords, wires and equipment out of walkways and aisles. Use cables ties to secure computer and phone cables under desks.
3. When using stairs, hold on to the handrails.
4. When it is necessary to reach high shelves, use a ladder or step stool. Do not use chairs or boxes to stand on. Never climb shelves.
5. Do not overload electrical circuits with double or triple plugs. If there is a need for more electrical service, a qualified electrician should be notified.
6. Be aware of frayed or damaged electrical cords and report them immediately.
7. Be aware of the emergency procedures and rules for evacuation. Fire and other emergency reporting procedures are found in the front of the CityTel telephone book and the Department's Emergency Response Plan.
8. Do not attempt to operate or make repairs to office equipment unless you are trained and qualified to do so. Never adjust or repair power-driven office machines when they are in motion.
9. Use chemicals carefully and be sure to read the labels. Hazardous chemicals that may be found in our workplace include cleaning fluids, photocopier inks, and rubber cement.
10. Be aware of your surroundings and report any unsafe conditions or suspicious activity immediately.
11. Keep sharp objects in proper places. Handle carefully.
12. Read mail, reports and other material at your desk, not while walking around.
13. Avoid standing and talking in front of closed doors without view panels that may open suddenly.
14. Know where the emergency exits are and how to get to them.
15. All defective equipment and/or hazards shall be reported immediately by contacting the employee's immediate supervisor.



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16. Do not store any items in aisles or stairwells. Ordinary combustibles shall not be stored beneath stairwells.
17. Employees shall not use desks, chairs, boxes, file drawers, or crates in the place of a ladder.
18. Employees shall have open only one filing cabinet drawer at a time.
19. Filing cabinet drawers shall be closed when leaving the immediate area and when finished.
20. Employees shall not carry loads that are clearly too heavy. A cart or other device shall be used.
21. Employees shall use proper lifting techniques when lifting objects.
22. Employees should not run or jump down stairs.
23. Do not horseplay or fool around in elevators.
24. Extension cords shall not be used in lieu of permanent wiring as they are prohibited by the National Fire Code. Surge protectors shall never be connected together to increase the electrical outlet capacity.
25. Keep fingers away from the ejecting slot of the stapler when loading or testing.
26. Staple guns or staplers shall never be pointed at another person or employee.
27. Make sure that fingers are on the handle of the paper cutter before the blade is pressed down for cutting.
28. Hands and fingers shall never be placed in the opening of a paper shredder.
29. Always lower, replace, and lock the handle of the paper cutter after using.
30. Never place boxes, supplies, files, or work papers on the floor or on top of cabinets. Store them in approved storage areas. This condition creates a trip and fall hazard.
31. Boxes shall never be stacked higher than five feet.
32. When using video display terminals for extended periods of time, breaks should be taken to perform other duties and allow time for the eye to rest.



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- 33. Any fire extinguisher that is used or found not to be fully charged should immediately be reported to the Safety Officer.
- 34. Coffee makers, warming plates, or any other heating device will be turned off when the employee leaves for the day.
- 35. Space heaters shall not be used in the office, unless they have a thermostat and automatic tip over shut-off.